

**NOTICE**

There is a job vacancy in the **BAY COUNTY TREASURER'S OFFICE.**

JOB TITLE: **ACCOUNT CLERK II (T002)**

RATE OF PAY: **\$13.09 per hour**

Temporary assignment, full-time, with health care and no other benefits.

**GENERAL SUMMARY:** Must be well-versed in accounting practices. Has responsibility for several facets of collection and/or disbursement activity such as cashiering, posting, balancing, summary reporting of account status and continuous financial transactions such as payroll, real estate adjustments, operating accounts and employee benefits. Activities may involve specialization in one or more of the above activities.

**TYPICAL DUTIES:**

1. Makes posting entries to various accounts manually or uses computerized system setting up entries.
2. Balances accounts, makes reconciliations and prepares bank deposits. May prepare final disbursement checks for supervisory approval.
3. Prepares and types vouchers for payment of invoices making certain totals and identifications are correct.
4. Provides counter assistance to the general public and exchanges financial information with other departments. Collects monies due, issues licenses or receipts and records transactions.
5. May train lower level employees in collection and general accounting processes.
6. Operates office machines including regular use of typewriter, calculator, computer, copy machine, scanner and facsimile. Also may use burster, postage meters, cash register and the Risograph.
7. Makes periodic summary reports of monies processed, total service units provided, and so forth. May break reports into sub-unit services to enable evaluation of particular aspects of departmental activity.
8. May perform general office support functions typing general correspondence, purchase orders and form letters, prepare mailings, inventorying office supplies and obtaining data from record sources.
9. Reviews tax records to insure that all necessary tax information has been accurately documented. Checks real estate documents for proper legal description and, as necessary, manually draws descriptions. Examines and verifies property descriptions for taxes, special assessments and updates system for notices.
10. All other duties as assigned by Treasurer or Deputy Treasurer.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**QUALIFICATIONS:** Minimum of two years of high school bookkeeping. Excellent math skills. Ability to analyze accounts to resolve a non-balance status or composition of accounts. Must be familiar with legal descriptions and mapping. Typing skill level will be 55 WPM (corrected). Knowledge of Cherrylan and Microsoft Word software for forms, etc. Ability to effectively create spreadsheets. Must remain courteous in dealing with employees and the public even under stressful conditions. Applicants may be required to take written and/or other examinations.

**PHYSICAL:** This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time.

Make application at [www.baycounty-mi.gov](http://www.baycounty-mi.gov) or at the Bay County Personnel Department, 515 Center Avenue, 3<sup>rd</sup> floor, Bay City, Michigan 48708-5121 by Tuesday, December 16, 2014, 5 p.m..

**AN EQUAL OPPORTUNITY EMPLOYER**

"Bay County does not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental limitation, familial status, sexual orientation, or gender identity/expression."